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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

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U. S. Department of Agriculture

INSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR PAYMENT  
UNDER THE 1939 WHEAT PRICE ADJUSTMENT PROGRAM

I. GENERAL PLAN

Under the 1939 Wheat Price Adjustment Program applications for payment will be made on a farm basis. Only one application for payment will be made with respect to a farm except when the county committee determines that a supplemental or adjustment application should be prepared. Applications for payment under the 1939 Wheat Price Adjustment Program will be made on Form ACP-90. The applications will be prepared and computed in the office of the county agricultural conservation committee in accordance with the instructions set forth herein and when signed by the applicants and by a member of the county committee will be transmitted to the State office for review and certification for payment. Applications for payment which are found to be incorrectly prepared or improperly computed will be suspended in the State office pending receipt of additional data, certifications, or the submission of corrected applications for payment. Accordingly, it is important that the utmost care be exercised in the county office in the preparation of applications for payment and in computing the payment due thereunder so as to avoid the expense and delay of handling suspended applications for payment.

II. ELIGIBILITY FOR PAYMENT

Application for payment may be made with respect to a farm under the 1939 Wheat Price Adjustment Program only if the county committee has determined that:

- A. There is a wheat acreage allotment for the farm under the 1939 Agricultural Conservation Program.
- B. If the wheat acreage allotment for the farm was 8 acres or less, the non-wheat allotment option was not exercised.
- C. The acreage planted to wheat determined under the provisions of the 1939 Agricultural Conservation Program was not in excess of the wheat acreage allotment for the farm under the 1939 Agricultural Conservation Program.
- D. An acreage of wheat was planted for harvest in 1938 or 1939 or that the failure to plant wheat for harvest in at least one of such years was due to flood or drought.

Such application for payment may be signed by the landlords, tenants, and sharecroppers on such farm who are determined by the



county committee to have an interest in the wheat which was or could have been planted for harvest on such farm in 1939.

### III. PREPARATION OF APPLICATION FOR PAYMENT

A. General - At this time wheat price adjustment applications will be prepared with respect to only those farms which have been determined to be in compliance on the basis of data shown on Forms NCR-306, prepared in connection therewith. Wheat price adjustment applications with respect to other farms will not be prepared until the check of performance is made in connection with the 1939 Agricultural Conservation Program. Where separately owned or operated tracts of land have been combined by use of Form ACP-95 and are regarded as one farm, Form NCR-306 should be prepared for the combined farm, and the data therefrom should be used in preparing ACP-90. Form ACP-90 will be prepared in quadruplicate (original and three copies). All entries on ACP-90 shall be made with indelible pencil and in a manner that will make legible carbon copies. If the entry for any item is zero, enter "0" rather than leave such item blank.

#### B. Entry

1. Enter the State and county code on the first line and the farm number on the second line in the upper right-hand corner of ACP-90. Obtain such data from NCR-306. Do not enter a serial number on the first line and do not enter a transmittal number on the second line.

2. Make entries in Section I of ACP-90 as follows:

(a) Obtain the entry for item 1 from the "Total" line, Section II, column (b) of NCR-306.

(b) Obtain the entry for item 2, from column 39 of NCR-309.

(c) If item 1 is greater than item 2, such application for payment shall be marked "No Payment" and filed in the county office.

(d) Obtain the entry for item 3 from column 40 of NCR-309.

3. Make entries in Section II of ACP-90 as follows:

(a) Make no entries in Section II if there is an entry other than zero in Section I, item 1.

(b) If there is a zero in Section I, item 1, determine from the records of the county office whether wheat was planted for harvest on such farm in 1938. If wheat was planted for harvest in 1938, enter "Yes" in item 1 and make no entry in item 2. If no wheat was planted for harvest in 1938, enter "No" in item 1.



- (c) If "No" is entered in Section II, item 1, determine whether the failure to plant wheat in 1938 or 1939 was due to flood or drought. If the failure to plant wheat in 1938 or 1939 was due to flood or drought, enter "Yes" in item 2. If failure to plant wheat in 1938 or 1939 was not due to flood or drought, enter "No" in item 2 and make no further entries or computations on ACP-90. Such application for payment shall be marked "No Payment" and filed in the county office.
  - (d) If the information necessary to make entries in Section II is not available in the county office, make no entries in Section II and do not attempt to complete the preparation of ACP-90 until performance is checked in connection with the 1939 Agricultural Conservation Program.
4. Make entries in Section III of ACP-90 as follows:
- (a) Print the names and addresses of persons whose names appear in Section I of NCR-306 in the spaces provided therefor in Section III. If a person who was otherwise eligible to make application for payment, died or was declared incompetent by a court of competent jurisdiction prior to the execution of the application for payment, the names of his successors in interest determined pursuant to Section 9(a) or 9(c) of P-1, shall be entered in Section III.
    - (1) In the case of an individual, print the name of the applicant in the same style as such name appears on NCR-306.
    - (2) In the case of cosigners print the names of the applicants in the same style as such names appear on NCR-306. Insert the word "and" between the names of such cosigners.
    - (3) In the case of a sole proprietorship, partnership, or corporation, print the name of such sole proprietorship, partnership, or corporation.
    - (4) In the case of an administrator, executor, or guardian, print the name of the applicant on three lines. Print the name of the administrator, executor, or guardian and the title (abbreviated) on the first line; the words "of the estate of" on the second line; and the name of the deceased, incompetent, or minor, together with the designation "deceased",



"incompetent", or "minor" (abbreviated on the third line.

- (5) In the case of a receiver, trustee, liquidator, or person acting in a similar capacity, print the name of the applicant on two lines. Print the name and title (abbreviated) of the receiver, trustee, or liquidator, on the first line and the name of the bank or institution for which the receiver, trustee, or liquidator, is acting on the second line.
  - (6) In the case of a State, county, municipality, or agency thereof, print the name of such State, county, municipality, or agency.
  - (7) In the case of an agent, print the name of the principal for whom the agent is acting. If the agent represents an estate or the heirs of an estate and the names of the heirs are not disclosed, print the name of the agent followed by the words "Agent for the estate of \_\_\_\_\_, deceased", or "Agent for the heirs of \_\_\_\_\_, deceased."
- (b) Where there are not more than two applicants and where the division between such persons of the wheat crop in all fields on the farm is the same, the percentage entry for the "share" column in Section III of ACP-90 for each of such persons shall be obtained from Section II, column (d) of NCR-306, below his initials.
- (c) Where ACP-95 is executed for the farm and the percentage share for each applicant is entered in Section II, column (c) thereof, the percentage entry for the "Share" column in Section III of ACP-90 for each applicant shall be obtained from ACP-95.
- (d) Where ACP-95 is not executed for the farm, where ACP-95 is executed for the farm and the percentage share for each applicant is not shown in Section II, column (c) thereof, or where there is more than one field of wheat on the farm, and the wheat crop in one field is divided differently from that in another field, it will be necessary that Form NCR-220A, Supplement to the Summary of Performance, used in connection with the 1938 Agricultural Conservation Program, be prepared in order that the proper percentage entries for the "Share" column may be determined.



One copy of NCR-220A shall be prepared in connection with each case as hereinafter set forth.

All calculations on NCR-220A shall be carried to three decimal places and shall be rounded to one decimal place. Fractions amounting to fifty thousandths (0.050) or less shall be dropped, and fractions amounting to fifty-one thousandths (0.051) or more shall be considered as a tenth of a unit.

Enter above the title of NCR-220A the words "1939 Wheat Price Adjustment Program." Enter in the upper right-hand corner, the State and county code and farm number. Obtain such entries from ACP-90 for the farm.

- (1) Enter in the blank spaces in the headings of columns (4) to (15), inclusive, the initials of the persons who are to share in the wheat price adjustment payment. If two or more persons have the same initials enter their names instead of their initials. Obtain such entries from Section III of ACP-90. If more than 6 persons share in the wheat price adjustment payment, or if additional lines are required for entering the fields of wheat on the farm in 1939, an additional set of NCR-220A shall be used.

Enter in column (1) on consecutive lines the field letters of all 1939 wheat fields. Obtain such entries from Section II, column (a) of NCR-306.

Enter in column (3) on the line on which the field letter is entered the acreage of wheat in such field. Obtain such entry from Section II, column (b) of NCR-306.

Enter in the "Percentage" column below the initials of each person who shares in a field of wheat, on the line on which the field letter is entered, the percentage share of such person in such field. Obtain the percentage entry for each person from NCR-306, Section II, column (d), from the subcolumn below such person's initials and from the line on which the field letter is entered.

- (2) Multiply each entry in column (3) by the entry on the same line in each "Percentage" column. Enter the result of each of such multiplication



in the "Acreage or Unit Share" column to the right of the percentage used in the multiplication. Obtain the total of the entries in column (3) and of the entries in the "Acreage or Unit Share" columns. Enter such totals in the respective columns in the first blank line beneath the entries from which such totals were derived, and enter the word "Total" in column (2) on the same line. Add the totals for the "Acreage or Unit Share" columns and compare the sum of such totals with the corresponding total of column (3). If, because of the rounding of fractions, the sum of the totals of the "Acreage or Unit Share" columns differs from the total in column (3), adjust the highest total in an "Acreage or Unit Share" column in order that the sum of such totals will equal the total in column (3). Obtain entries for the "Total" line in the "Percentage" columns by dividing the total of each "Acreage or Unit Share" column by the total on the same line in column (3). Enter the results of each of such divisions in the "Percentage" column to the left of the total in the acreage or unit share column used in making such division. Add the entries in the "Percentage" columns on the "Total" line. If, because of the rounding of fractions, the sum of the entries in the "Percentage" columns on the "Total" line is not 100.0, adjust the highest of such entries in order that the sum of such entries will equal 100.0.

- (3) Enter in the "Share" column in Section III of ACP-90, on the line on which each person's name appears, the percentage shown on the "Total" line beneath such person's initials on NCR-220A.

C. Computation.—All computations shall be carried to four decimal places and rounded to two decimal places. If a computation results in a number which contains more than four decimal places, disregard all figures beyond the fourth decimal place. In rounding numbers to two decimal places, fractions amounting to fifty ten thousandths (0.0050) or less shall be dropped and fractions amounting to fifty-one ten thousandths (0.0051) or more shall be considered as a hundredeth of a unit. For example, if the result of a computation is

(a) \$8.4750 enter \$8.47.

(b) \$8.4751, enter \$8.48.

1. Make computations with respect to Section I of ACP-90



as follows:

- (a) Obtain item 4 by multiplying item 3 by \$0.11.
  - (b) Obtain item 5 by multiplying item 2 by item 4.
2. Compute the payment for each applicant listed in Section III of ACP-90 by multiplying the entry in the "Share" column for such applicant by the "Farm payment" entered in Section I, item 5.

#### IV. SIGNATURES AND CERTIFICATION

A. Signatures of Producers - After applications for payment have been prepared and the amounts of payment to be made thereunder have been computed and entered thereon, the applications shall be signed by the applicants with ink or indelible pencil. Since all persons who are entitled to share in the wheat price adjustment payment computed with respect to a farm must sign the same ACP-90, all such persons who live within a reasonable distance should be requested to call at the county office, or some other designated place, for the purpose of signing such application. At such time a member of the county committee or some other qualified person in the county office, together with the applicant, should carefully review the entries on the application. When the entries have been determined to be correct, the applicant should be requested to sign in the space provided therefor, opposite his printed name, in Section III. The operator of the farm should be permitted to keep the last copy of ACP-90. Only the last copy shall be withdrawn at this time.

All persons should be requested to sign their names exactly as they have been printed, except that if a name has been incorrectly spelled, the producer should sign his name correctly and the spelling of the printed name should be changed. The rules with regard to signatures are contained in ACP-16.

Applications for payment which are not signed by one or more of the persons who have an interest therein should be mailed to them and should be accompanied by a letter advising that all entries thereon should be examined for completeness and correctness. When an application is mailed the carbon paper should be removed and the applicant should be requested to sign the original and the copies thereof with ink or indelible pencil and return such forms to the county office, unless the applicant to whom the application is mailed is the operator, in which event he may be advised to retain the last copy.

If the signature of one or more of the persons who have an interest in the payment computed for a farm is not obtained because of failure to locate such person, because of refusal to sign, or because of some other reason, the county committeeman who signs the application shall prepare and sign a statement setting forth the



reason for the failure to obtain such person's signature. Such a statement shall be attached to the application.

- B. Certification - After applications for payment have been properly signed by applicants they shall be certified by a member of the county committee who shall sign in Section IV. Such signatures shall be in ink or indelible pencil.

If it is noted that a correction has been made in any entry on ACP-90, such correction shall be initialed by the member of the county committee who signed the certification in Section IV.

If it is determined that there is an error in the printed name or in the address of the applicant as shown on the application for payment, the necessary corrections shall be made. Such corrections shall be initialed by the member of the county committee who signs the certification in Section IV.

#### V. TRANSMITTAL OF APPLICATIONS TO STATE OFFICE

The first transmittal should, insofar as possible, include all Forms ACP-90 which will be prepared in connection with farms in the winter wheat area prior to the check of performance in connection with the 1939 Agricultural Conservation Program.

When applications for payment have been signed and certified by a member of the county committee and are ready for transmittal to the State office, Form NCR-314 entitled "Transmittal Sheet for Applications for Payment, \_\_\_\_\_ Price adjustment Program" shall be prepared in triplicate. All data on NCR 314 shall be typed. Enter at the top of the form the State and county code, the name of the State, the name of the county, and the sheet number. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-314 in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal. Enter in the first space on the line beneath the name of the State the number of sheets of NCR-314 being transmitted; enter in the second space the number of the first sheet being transmitted; and enter in the third space the number of the last sheet being transmitted.

Arrange the applications for payment which are ready for transmittal in minor civil division and farm number order and list the minor civil division code and farm numbers in Section I of NCR-314. Not more than 100 farm numbers shall be listed on one sheet of NCR-314. If there are more than 50 applications for payment for any minor civil division the farm numbers of such applications for payment should not



be listed on the same sheet of NCR-314 with applications for payment for other minor civil divisions, unless the total number of applications for payment for two or more minor civil division is not more than 100 in which case the farm numbers of applications for payment for such minor civil divisions may be listed on the same sheet of NCR-314. Enter in the space in the last line of Section 1 the total number of applications for payment listed thereon. Make no further entries on NCR-314.

When NCR-314 has been completed and checked, the original and the first copy of applications for payment, together with the originals and first copies of NCR-314 shall be forwarded to the State office. The second copy of NCR-314, the second copy of each application for payment, and NCR-220A, if any, shall be retained in the county office.

#### VI. PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the applicants with respect to a farming unit could not be obtained on an application for payment, prior to submission of such application to the State office, and if one of such applicants is later located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall contain the same data as that entered on the original application for payment, a copy of which is filed in the county office. The county office shall maintain a record of cases in connection with which supplemental applications may be prepared. The word "Supplemental" shall be entered above the title of ACP-90. The farm number assigned to such application shall be the same as the farm number on the original application for payment, except that it shall be followed by the letter "X". Obtain the signature of the person(s) who did not sign the original application on such supplemental application for payment. If the signatures of all of such persons cannot be obtained, additional supplemental applications may be prepared. The farm numbers of the second and third supplemental applications for payment shall be followed by the letters "Y" and "Z", respectively.

Supplemental applications for payment shall be transmitted to the State office in the same manner that regular applications for payment are transmitted, except that the word "Supplemental" shall be entered immediately above the title of NCR-314. Supplemental applications and regular applications must not be listed on the same sheet of NCR-314.

#### VII. HANDLING SUSPENDED APPLICATIONS FOR PAYMENT

All applications for payment will be checked in the State office. If it is found that an error has been made, a correction has not been properly initialed, or a signature has been improperly affixed, the application for payment will be suspended and returned to the county



office for correction. A memorandum indicating the nature of the error will accompany the suspended application for payment. Corrections affecting the amount of payment to any applicant shall be initialed by such applicant. Any other corrections shall be initialed by the member of the county committee who signed in Section IV of ACP-90.

Applications for payment which have been returned to the county office for correction must not be listed on the same sheet of NCR-314 with applications for payment which are being transmitted to the State office for the first time. The word "Corrected" shall be entered above the title of NCR-314 used in the transmittal of corrected applications for payment. Likewise, supplemental applications for payment which have been returned to the county office for correction must not be listed on the same sheet of NCR-314 with regular applications for payment which have been corrected and which are being returned to the State office. The words "Corrected supplemental" shall be entered above the title of NCR-314 used in the transmittal of corrected supplemental applications for payment. Sheet numbers shall be assigned to NCR-314 transmitting "Corrected" applications and "Corrected supplemental" applications in the same series as that used for regular applications.

#### VIII. HANDLING OF CASES INVOLVING ADJUSTMENTS

If, after an application for payment is signed and transmitted to the State office, and before the checks in payment thereof have been received, the county committee discovers that such application for payment was signed by the wrong person or the data contained therein are incorrect, the State office shall be advised of such fact by memorandum. Such memorandum shall indicate the nature of the error on the original application and shall be accompanied by a corrected application for payment.



Issued May 22, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISIONINSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR PAYMENT  
UNDER THE 1939 PRICE ADJUSTMENT PROGRAM

(These instructions supersede and replace the instructions in NCR-316 and NCR-316, Supplement No. 1 when Forms NCR-317 are completed and available for use in connection with the 1939 Price Adjustment Program)

I. GENERAL PLAN

Under the 1939 Price Adjustment Program applications will be made on a farm basis. Only one application will be made with respect to a farm except when the county committee determines that a supplemental or adjustment application should be prepared. Applications under the 1939 Price Adjustment Program will be made on Form ACP-90 in the case of wheat, ACP-97 in the case of corn, and ACP-98 in the case of cotton. The applications will be prepared and computed in the office of the county agricultural conservation committee in accordance with the instructions set forth herein and when signed by the applicants and by a member of the county committee will be transmitted to the State office for review and certification for payment. Applications which are found to be incorrectly prepared or improperly computed will be suspended in the State office pending receipt of additional data, certifications, or the submission of corrected applications. Accordingly, it is important that the utmost care be exercised in the county office in the preparation of applications and in computing the payment due thereunder so as to avoid the expense and delay of handling suspended applications.

II. ELIGIBILITY FOR PAYMENT

Application may be made with respect to a farm under the 1939 Price Adjustment Program only if the county committee has determined that:

- A. There is an acreage allotment for the particular commodity for the farm under the 1939 Agricultural Conservation Program.
- B. In the case of wheat or corn, if the wheat acreage allotment or corn acreage allotment for the farm was 8 acres or less, the non-wheat allotment or non-corn allotment option, as the case may be, was not exercised.
- C. The acreage planted to the particular commodity determined under the provisions of the 1939 Agricultural Conservation Program was not in excess of such acreage allotment for the farm under the 1939 Agricultural Conservation Program.



- D. In the case of wheat, the farm is not regarded as idle under the provisions of the 1939 Agricultural Conservation Program; or an acreage of wheat was planted for harvest in 1938 or 1939, or the failure to plant wheat for harvest in at least one such years was due to flood or drought; and in the case of corn or cotton, the farm is not idle in 1939.

Such application may be signed by the landlords, tenants, and sharecroppers on such farm who are determined by the county committee to have an interest in the crop which was or could have been planted for harvest on such farm in 1939.

### III. PREPARATION OF APPLICATION

A. General - Wheat price adjustment applications will be prepared with respect to only those farms which have been determined to be in compliance with respect to the wheat acreage allotments on the basis of data shown on NCR-317 and for which wheat price adjustment applications have not been prepared on the basis of data shown on NCR-306. Corn and cotton price adjustment applications will also be prepared with respect to those farms which have been determined to be in compliance with respect to the corn and cotton acreage allotments, respectively, on the basis of data shown on NCR-317. Applications will be prepared in quadruplicate (original and three copies). All entries on applications shall be made with indelible pencil and in a manner that will make legible carbon copies. If the entry for any item is zero, enter "0" rather than leave such item blank.

B. Entry

1. Enter the State and county code on the first line and the minor civil division code and farm number on the second line in the upper right-hand corner of the application. Obtain such data from NCR-317. Do not enter a serial number on the first line and do not enter a transmittal number on the second line.
2. Make entries in Section I of the application as follows:
  - (a) Obtain the entry for item 1 from Section IV, column (h) of NCR-317.
  - (b) Obtain the entry for item 2 from Section IV, column (i) of NCR-317.
  - (c) If item 1 is greater than item 2, such application shall be marked "No Payment" and filed in the county office.
  - (d) Obtain the entry for item 3 from Section IV, column (j) of NCR-317.



3. Make entries in Section II of ACP-90 as follows:

- (a) Make no entries in Section II if there is an entry other than zero in Section I, item 1.
- (b) If there is a zero in Section I, item 1 and the farm is not regarded as idle in 1939, enter the words "Normal cropping operations carried out on farm in 1939" in Section II and make no further entries in Section II. If there is a zero in Section I, item 1, and the farm is regarded as idle in 1939, determine from the records of the county office whether wheat was planted for harvest on such farm in 1938. If wheat was planted for harvest in 1938, enter "Yes" in item 1 and make no entry in item 2. If no wheat was planted for harvest in 1938, enter "No" in item 1.
- (c) If "No" is entered in Section II, item 1, determine whether the failure to plant wheat in 1938 or 1939 was due to flood or drought. If the failure to plant wheat in 1938 or 1939 was due to flood or drought, enter "Yes" in item 2. If failure to plant wheat in 1938 or 1939 was not due to flood or drought, enter "No" in item 2 and make no further entries or computations on ACP-90. Such application shall be marked "No Payment" and filed in the county office.

4. Make entries in Section III of ACP-90 and in Section II of ACP-97 and ACP-98 as follows:

- (a) Print in the spaces provided therefor the names and addresses of persons whose names appear in Section I of NCR-317 who are entitled to share in the crops with respect to which application is made. If a person who was otherwise eligible to make application died or was declared incompetent by a court of competent jurisdiction prior to the execution of the application, the names of his successors in interest determined pursuant to Section 9(a) or 9(c) of P-1, shall be entered.
  - (1) In the case of an individual, print the name of the applicant in the same style as such name appears on NCR-317.
  - (2) In the case of cosigners print the names of the applicants in the same style as such names appear on NCR-317. Insert the word "and" between the names of such cosigners.
  - (3) In the case of a sole proprietorship, partnership, or corporation, print the name of such sole proprietorship, partnership, or corporation.



- (4) In the case of an administrator, executor, or guardian, print the name of the applicant on three lines. Print the name of the administrator, executor, or guardian and the title (abbreviated) on the first line; the words "of the estate of" on the second line; and the name of the deceased, incompetent, or minor, together with the designation "deceased," "incompetent," or "minor" (abbreviated) on the third line.
- (5) In the case of a receiver, trustee, liquidator, or person acting in a similar capacity, print the name of the applicant on two lines. Print the name and title (abbreviated) of the receiver, trustee, or liquidator, on the first line and the name of the bank or institution for which the receiver, trustee, or liquidator is acting on the second line.
- (6) In the case of a State, county, municipality, or agency thereof, print the name of such State, county, municipality, or agency.
- (7) In the case of an agent, print the name of the principal for whom the agent is acting. If the agent represents an estate or the heirs of an estate and the names of the heirs are not disclosed, print the name of the agent followed by the words "Agent for the estate of \_\_\_\_\_, deceased," or "Agent for the heirs of \_\_\_\_\_, deceased."

- (b) Obtain the entry for the "share" column of the application for each applicant from Section V, column (b) of NCR-317.

C. Computation - All computations shall be carried to four decimal places and rounded to two decimal places. If a computation results in a number which contains more than four decimal places, disregard all figures beyond the fourth decimal place. In rounding numbers to two decimal places, fractions amounting to fifty ten thousandths (0.0050) or less shall be dropped and fractions amounting to fifty-one ten thousandths (0.0051) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is

(a) \$8.4750 enter \$8.47

(b) \$8.4751, enter \$8.48.



1. Make computations with respect to Section I of the application as follows:
  - (a) Obtain item 4 by multiplying item 3 by \$0.11 in the case of wheat, by \$0.06, in the case of corn, and by \$0.016 in the case of cotton.
  - (b) Obtain item 5 by multiplying item 2 by item 4.
2. Compute the payment for each applicant by multiplying the entry in the "Share" column for such applicant by the "Farm payment" entered in Section I, item 5.

#### IV. SIGNATURES AND CERTIFICATION

- A. Signatures of Producers - After applications have been prepared and the amounts of payment to be made thereunder have been computed and entered thereon, the applications shall be signed by the applicants with ink or indelible pencil. Since all persons who are entitled to share in the price adjustment payment computed with respect to a farm should sign the same application, all such persons who live within a reasonable distance should be requested to call at the county office, or some other designated place, for the purpose of signing such application. At such time a member of the county committee or some other qualified person in the county office, together with the applicant, should carefully review the entries on the application. When the entries have been determined to be correct, the applicant should be requested to sign in the space provided thereon, opposite his printed name. The operator of the farm should be permitted to keep the last copy of the application. Only the last copy shall be withdrawn at this time.

All persons should be requested to sign their names exactly as they have been printed, except that if a name has been incorrectly spelled, the producer should sign his name correctly and the spelling of the printed name should be changed. The rules with regard to signatures are contained in ACP-16.

Applications which are not signed by one or more of the persons who have an interest therein should be mailed to them and should be accompanied by a letter advising that all entries thereon should be examined for completeness and correctness. When an application is mailed the carbon paper should be removed and the applicant should be requested to sign the original and the copies thereof with ink or indelible pencil and return such forms to the county office, unless the applicant to whom the application is mailed is the operator, in which event he may be advised to retain the last copy.



If the signature of one or more of the persons who have an interest in the payment computed for a farm is not obtained because of failure to locate such person, because of refusal to sign, or because of some other reason, the county committeeman who signs the application shall prepare and sign a statement setting forth the reason for the failure to obtain such person's signature. Such a statement shall be attached to the application.

- B. Certification - After applications have been properly signed by applicants they shall be certified by a member of the county committee who shall sign in Section IV of ACP-90 and Section III of ACP-97 and ACP-98. Such signatures shall be in ink or indelible pencil.

If it is noted that a correction has been made in any entry on the application, such correction shall be initialed by the member of the county committee who signed the certification.

If it is determined that there is an error in the printed name or in the address of the applicant as shown on the application, the necessary corrections shall be made. Such corrections shall be initialed by the member of the county committee who signs the certification.

#### V. TRANSMITTAL OF APPLICATIONS TO STATE OFFICE

Wheat price adjustment applications, corn price adjustment applications, and cotton price adjustment applications must not be included in the same transmittal.

When applications have been signed and certified by a member of the county committee and are ready for transmittal to the State office, Form NCR-314 entitled, "Transmittal Sheet for Applications for Payment, \_\_\_\_\_ Price Adjustment Program" shall be prepared in triplicate. All data on NCR-314 shall be typed. Enter in the blank space in the title of the form the word "Wheat," "Corn," or "Cotton," whichever is applicable. Enter at the top of the form the State and county code, the name of the State, and the name of the county and the sheet number. The number "1" shall be assigned to the first sheet and subsequent sheets thereof shall be numbered consecutively. The sheets of NCR-314 in a second or subsequent transmittal shall be numbered beginning with the number next succeeding the last sheet number in the previous transmittal. Enter in the first space on the line beneath the name of the State the number of sheets of NCR-314 being transmitted; enter in the second space the number of the first sheet being transmitted; and enter in the third space the number of the last sheet being transmitted.

Arrange the applications which are ready for transmittal in minor civil division and farm number order and list the minor civil division code and farm numbers in Section I of NCR-314. Not more



than 100 farm numbers shall be listed on one sheet of NCR-314. If there are more than 50 applications for any minor civil division the farm numbers of such applications should not be listed on the same sheet of NCR-314 with applications for other minor civil divisions, unless the total number of applications for two or more minor civil divisions is not more than 100 in which case the farm numbers of applications for such minor civil divisions may be listed on the same sheet of NCR-314. Enter in the space in the last line of Section 1 the total number of applications listed thereon. Make no further entries on NCR-314.

When NCR-314 has been completed and checked, the original and the first copy of the applications, together with the originals and first copies of NCR-314 shall be forwarded to the State office. The second copy of NCR-314, and the second copy of each application shall be retained in the county office.

#### VI. PREPARATION OF SUPPLEMENTAL APPLICATIONS

If the signature of one or more of the applicants with respect to a farm could not be obtained on an application, prior to submission of such application to the State office, and if one of such applicants is later located and indicates his desire to make application for his share of the payment due under such application, a supplemental application shall be prepared. Such supplemental application shall contain the same data as that entered on the original application, a copy of which is filed in the county office. The county office shall maintain a record of cases in connection with which supplemental applications may be prepared. The word "Supplemental" shall be entered above the title of the application. The farm number assigned to such application shall be the same as the farm number on the original application, except that it shall be followed by the letter "X". Obtain the signature of the person(s) who did not sign the original application on such supplemental application for payment. If the signatures of all of such persons cannot be obtained, additional supplemental applications may be prepared. The farm numbers of the second and third supplemental applications shall be followed by the letters "Y" and "Z", respectively.

Supplemental applications shall be transmitted to the State office in the same manner that regular applications are transmitted, except that the word "Supplemental" shall be entered immediately above the title of NCR-314. Supplemental applications and regular applications must not be listed on the same sheet of NCR-314.

#### VII. HANDLING SUSPENDED APPLICATIONS

All applications will be checked in the State office. If it is found that an error has been made, a correction has not been properly initialed, or a signature has been improperly affixed, the application will be suspended and returned to the county office for correction. A memorandum indicating the nature of the error will



accompany the suspended application. Corrections affecting the amount of payment to any applicant shall be initialed by such applicant. Any other corrections shall be initialed by the member of the county committee who signed the certification.

Applications which have been returned to the county office for correction must not be listed on the same sheet of NCR-314 with applications which are being transmitted to the State office for the first time. The word "Corrected" shall be entered above the title of NCR-314 used in the transmittal of corrected applications. Likewise, supplemental applications which have been returned to the county office for correction must not be listed on the same sheet of NCR-314 with regular applications which have been corrected and which are being returned to the State office. The words "Corrected supplemental" shall be entered above the title of NCR-314 used in the transmittal of corrected supplemental applications. Sheet numbers shall be assigned to NCR-314 transmitting "Corrected" applications and "Corrected supplemental" applications in the same series as that used for regular applications.

#### VIII. HANDLING OF CASES INVOLVING ADJUSTMENTS

If, after an application is signed and transmitted to the State office, and before the checks in payment thereof have been received, the county committee discovers that such application was signed by the wrong person or the data contained therein are incorrect, the State office shall be advised of such fact by memorandum. Such memorandum shall indicate the nature of the error on the original application and shall be accompanied by a corrected application.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION★ SEP 1 1939 ★  
U. S. Department of AgricultureINSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR PAYMENT  
UNDER THE 1939 PRICE ADJUSTMENT PROGRAM

NCR-316 and NCR-316, supplement No. 2 are hereby amended by adding at the end thereof the following new Section IX:

IX. HANDLING OF CASES INVOLVING UNDELIVERED CHECKS, LOST CHECKS, APPLICANTS WHO HAVE DIED, DISAPPEARED, OR BEEN DECLARED INCOMPETENT, CLAIMS AND REFUNDS.A. UNDELIVERED CHECKS.

Checks issued to payees under the 1939 Price Adjustment Program must be returned to the Regional Disbursing Office which issued such checks under any of the following circumstances.

- (1) Failure to deliver check to payee within 21 days following the receipt thereof in the county office.
- (2) Death or incompetency of payee.
- (3) Disappearance of the payee.
- (4) Refusal of payee to accept check.
- (5) Improper designation of payee's name on check.
- (6) Amount of check differs from amount shown on ACP-91.
- (7) Amount of check exceeds amount due payee.
- (8) Question as to right of payee to receive check.
- (9) Payee indebted to the AAA.
- (10) Request by State office for return of check.

Each check which is returned to the Regional Disbursing Office shall be accompanied by a letter signed by the treasurer of county association or by a member of the county committee indicating the reason or reasons for the return of the check. A copy of this letter shall be forwarded to the State office. Reference should be made in this letter to the name of the applicant, the State and county code and farm number of the application for payment under which the check was issued, the administrative number of the ACP-91 on which the check was



listed, and the check number of the check.

Checks which are mailed to payees in the window envelopes provided by the Treasury Department and which are not delivered to the payees due to incorrect or insufficient address will be returned to the Regional Disbursing Office.

If a payee is located or decides to accept his check after it has been returned to the Regional Disbursing Office, it will be necessary that such payee submit to the State office a request for the return of the check, setting forth in such request a complete description of the check together with the State and county code and farm number of the application for payment under which the check was issued, the administrative number of ACP-91 on which the check was listed, and the present address of the payee.

B. LOST, STOLEN, OR DESTROYED CHECKS.

If a check is lost, stolen, or destroyed, the Regional Disbursing Office which issued the check shall be notified of such fact immediately. Such matters come within the exclusive jurisdiction of the Treasury Department.

If a check is found or recovered after the Regional Disbursing Office has been notified that such check was lost or stolen, the Regional Disbursing Office shall be notified of such fact and requested to have the stoppage against such check withdrawn. The payee should be advised that the check should not be presented for payment for at least seven days after the Regional Disbursing Office has been notified in order that the Treasury Department will have had sufficient time to withdraw the stoppage against the check.

All correspondence with the Regional Disbursing Office concerning a check shall contain appropriate reference to the check number, amount and date of the check, and the name of the payee.

C. DEATH, DISAPPEARANCE, OR INCOMPETENCY.

If a person who signed an application for payment dies, disappears, or is declared incompetent by a court of competent jurisdiction before the check issued under the application for payment is negotiated by the payee, such check shall be returned to the Regional Disbursing Office which issued the check, accompanied by a letter indicating the reason for the return of the check. A copy of this letter shall be sent to the State office. Any claim for the proceeds of the check must be made on Form ACP-103, entitled "Application for Payment of Amounts Due Producers Who Have Died, Disappeared, or Have Been



Declared Incompetent." Any claim for the proceeds of checks due applicants who have died, disappeared, or who have been declared incompetent shall be allowed if submitted by the person entitled to such proceeds under the order of precedence set forth on the reverse side of Form ACP-103.

Form ACP-103 shall be prepared in triplicate, original (white) and two copies (yellow). The original and first copy shall be forwarded to the State office and the second copy shall be retained in the county office together with all necessary letters of authority, certifications, or other data evidencing the authority of the claimants to make claim for the proceeds of the check due the applicant who has died, disappeared, or been declared incompetent. Care should be taken to see that Form ACP-103 is executed in every detail and in accordance with the instructions contained on the reverse side thereof.

1. DEATH

Where any person who is otherwise eligible to receive a payment dies before the payment is received, payment may be made, upon proper application therefor, without regard to claims of creditors other than the United States, in accordance with the following order of precedence:

- a. To the administrator or executor of the deceased person's estate;
- b. If there is no administrator or executor and none is expected to be appointed, to the surviving spouse;
- c. If there is no surviving spouse, to the sons and daughters in equal shares. Children of a deceased son or daughter of a deceased person shall be entitled to their parent's share of the payment, share and share alike. If there are no surviving direct descendants of a deceased son or daughter of such deceased person, the share of the payment which otherwise would have been made to such son or daughter shall be divided equally among the sons and daughters of such deceased person, who are alive or who have surviving children.
- d. If there is no surviving spouse and no direct descendant, payment shall be made to the father and mother of the deceased person in equal shares, or the whole thereof to the surviving father or mother;
- e. If there is no surviving spouse, no direct descendant, and no surviving parent, payment shall be made to the brothers and sisters of the deceased person in equal shares. Children of a deceased brother



or sister shall be entitled to their parent's share of the payment, share and share alike. If there are no surviving direct descendants of the deceased brother or sister of such deceased person, the share of the payment which otherwise would have been made to such brother or sister shall be divided equally among the brothers and sisters of such deceased person, who are alive or who have surviving children;

- f. If there is no surviving spouse, direct descendant, parent, or brothers or sisters or their descendants, the payment shall be made to the heirs-at-law. (See brief of laws of descent and distribution furnished by the State office.)

Legally adopted children shall be entitled to share in any payment in the same manner and to the same extent as other children. If any person who is entitled to payment under the above order of precedence is a minor, payment of his share shall be made to his legal guardian, but if no legal guardian has been appointed, payment shall be made to his natural guardian for his benefit, unless the minor's share of the payment exceeds \$500, in which event payment shall be made only to his legal guardian. Any payment which the deceased person could have received may be made jointly to the persons found to be entitled to such payment.

## 2. DISAPPEARANCE

In case any person entitled to payment hereunder disappears after making application but before receiving the payment, such payment may be made without regard to claims of creditors other than the United States, to one of the following in the order mentioned:

- a. The conservator or liquidator of his estate, if one be duly appointed.
- b. The spouse.
- c. An adult son or daughter or grandchild for the benefit of his estate.
- d. The mother or father for the benefit of his estate.
- e. An adult brother or sister for the benefit of his estate.

A person shall be deemed to have disappeared if (1) he has been missing for a period of more than three months,



(2) a diligent search has failed to reveal his whereabouts, and (3) such person has not communicated during such period with other persons who would be expected to have heard from him. Proof of such disappearance must be presented to and retained in the files of the county committee in the form of an affidavit executed by the person making the application for payment, setting forth the above facts, and must be substantiated by an affidavit from a disinterested person who was well acquainted with the person who has disappeared.

3. INCOMPETENCY.

Where any person who is otherwise eligible to receive a payment is adjudged incompetent by a court of competent jurisdiction before the payment is received, payment may be made, upon proper application therefor, without regard to claims of creditors other than the United States to the guardian or committee legally appointed. For such incompetent person. In case no guardian or committee has been appointed, payment, if not more than \$500, may be made without regard to claims of creditors other than the United States to one of the following in the order mentioned for the benefit of the incompetent person:

- a. The spouse.
- b. An adult son, daughter, or grandchild.
- c. The mother or father.
- d. An adult brother or sister.
- e. Such person as may be authorized under State law to receive payment for him.

In case payment is more than \$500, payment may be made only to such person as may be authorized under State law to receive payment for the incompetent producer.

D. CLAIMS

Because of the administrative cost of handling claims the filing of claims should be discouraged where the amount involved is not substantial. The responsibility of determining whether a claim should be recommended for payment is the responsibility of the county committee. The recommendation of the county committee for the approval of any claim should include a detailed explanation of the reason for the correction. After a claim has been handled in accordance with these instructions it will be transmitted to the State office for a determination as to its



acceptability and for the preparation of the necessary forms and schedules. If the State committee determines that an investigation should be made, the approval of the claim will depend on the result of the investigation.

Payments made to applicants under the 1939 Price Adjustment Program with respect to farms which, after the price adjustment payment was issued, were divided or combined for the purpose of determining performance under the 1939 Agricultural Conservation Program, are to be handled in the regular manner for handling overpayments or underpayments (as the case may be) under this procedure.

1. Claims of the following types will be allowed by the State committee if properly substantiated and approved by the county committee:
  - a. Death, Disappearance, or Incompetency - Claim for the proceeds of a check issued to an applicant who has died, disappeared or who has been declared incompetent.
  - b. Mechanical Errors in State or County Offices - Claim by an applicant where a mechanical error was made in the State or county office.
  - c. Error in Division of Payment - Claim of an applicant where an error was made in the division of the payment for the farm. Claims of this nature can not be approved by the State committee until the amount of the overpayment is recovered by refund or set-off. However, such claims should be submitted promptly to the State office so that there will be a timely filing of the claim.
  - d. Erroneous Set-off - Claim by an applicant where a set-off was erroneously made against his payment.
  - e. Misdelivery of Check - Claim by an applicant where his check was delivered to and cashed by another person.
2. Miscellaneous Claims - Claims which do not come within the classifications of paragraph 1, if considered meritorious by the county committee, may be transmitted to the State committee for consideration.
3. Underpayments -
  - a. If the check represents less than the amount due the applicant, deliver the check to such applicant and advise him that the acceptance thereof will not preju-



dice his claim for any additional payment to which he may be entitled.

- b. Obtain a statement of claim in writing over the signature of the claimant. In the event the claim is based on a change in basic agricultural data, the statement of claim must set forth clearly the change and the reason therefor. The check number, amount, and the disposition of the check received must be included in the statement of claim.
- c. Prepare a statement for the signature of the county committee, clearly setting forth the changes and the reasons for such changes.
- d. If the claim is found to be acceptable, prepare a corrected application for payment, listing thereon the names of all persons listed on the original application for payment. Such corrected application for payment shall bear the same serial number as the original application followed by the letter "A". Corrected applications for payment must be signed by the applicants whose payments are affected and should be securely fastened to the claim of the applicant and statement of explanation by the county committee. Corrected applications should not be listed on MCR-314 when forwarded to the State office.

#### 4. Overpayments

- a. If it is discovered that the check represents more than the amount due the applicant, the check shall be returned to the Regional Disbursing Office which issued the check.
- b. Prepare a statement for the signature of the county committee, clearly setting forth the changes and the reasons for such changes.
- c. Prepare a corrected application for payment and forward it to the State office in accordance with the instructions set forth in 3 d.

#### 5. Misdelivery of Checks - If a check payable to one person is erroneously delivered to another person and cashed by such person, proceed as follows:

- a. Obtain a statement of claim in writing from the proper payee setting forth the fact that he did not receive the check; that he did not contribute to the error which



was made in delivering the check to the wrong payee; and that he did not participate in the proceeds of the check.

- b. Prepare a statement for the signature of the county committee setting forth the circumstances surrounding the misdelivery of the check. Forward the statement of claim and the statement of explanation to the State office.

#### E. REFUNDS

1. If it is discovered that an applicant has received and cashed a check which is in an amount greater than the amount to which he is entitled, proceed as follows:
  - a. Prepare a statement for the signature of the county committee clearly setting forth the changes and the reasons for such changes.
  - b. Prepare a corrected application for payment for the person overpaid and forward it to the State office in accordance with the instructions set forth in D 3 d, except that the corrected application for payment need not be signed by the applicant.
  - c. Request the applicant to refund the amount of the overpayment. All refund remittances should be in the form of money orders, cashier's checks, or certified checks, and should be drawn to the order of "Treasurer of the United States." All refunds shall be sent to the State office together with a memorandum, in duplicate, indicating the amount of the refund, the form of the remittance (money order, cashier's check, certified check, etc.), the name of the bank upon which the check is drawn, the name of the applicant whose account is to be credited, the State and county code and serial number of the application for payment in connection with which the refund is made, and the reasons for making the refund.
2. If it is discovered that a check has been delivered to other than the proper person, proceed as follows:
  - a. Notify the State office of such fact by memorandum.
  - b. Request the person who received and cashed the check to refund the amount of the check. If a refund is obtained it should be handled in the manner set forth in paragraph 1 c.